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Staff Council Meeting Documents

University of Central Florida Staff Council

1-17-2019

Minutes 2019-01-17

Staff Council

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STARS Citation

Council, Staff, "Minutes 2019-01-17" (2019). *Staff Council Meeting Documents*. 16.
<https://stars.library.ucf.edu/uspstaffcouncil-meetingminutes/16>



Call to order by: Cissy Glowth

Time- 9:31am

Attending members: Betty Calton, Bridgett Burk, Christine Rivera, Cissy Glowth, Jamie LaMoreaux, Joanne McCully, Justin Strobel, Karen Sgambati, Kay West, Kristell Padel, Marguerite Lachaud, Maribel Amaro Garcia, May Kaye Pascua, Patricia Hall, Tara Herget and Tara Priest

Absent Members: Jeffery Golub, Liz Lozada Rivera, Paula McClure, Rhodney Browdy And Synithia Dowdell

HR Representative: Michelle Brooks

Guests: None in attendance

1. Welcome/ Updates: Cissy welcomed the group.

2. Approval of Minutes: November minutes sent out electronically for review. No minutes from December due to it being a holiday gathering. Motion was made to accept the November minutes pending a change to move comment about United Way to "New Business".

Motion to accept minutes: Kay West

Second to accept minutes: Joanne McCully

Passed unanimously? Yes

3. Roll Call Attendance: Sign-in sheet in lieu of roll call.

4. Treasury Report: We have added \$1.36 in interest. The end balance on 12/31/18 is \$5,951.36.

5. Human Resources Updates: No one in attendance.**A. Comp & Class Project**

- i. Week of February 15th-22nd Supervisors meeting.
- ii. By February 22nd Supervisors should be notifying staff on updates on Position. Results of review and FAQs are posted on HR's website.
- iii. Pay Grades/Changes information will also be posted at this time.
- iv. Reminder that there will not be any decreases or automatic Increases to pay. The University is putting together a committee to address those That are not in paygrade minimum.

B. Annual Notice Booklets

- i. Changing from hard-copy to webcourse platform.
- ii. All employees will be auto enrolled and will then need to Acknowledge receipt.
- iii. This will keep to individuals training summary for review at any time.
- iv. For those without access to computers their leadership will be Responsible for ensuring they review this.

C. Performance Appraisals due by February 15th, 2019 to HR.

6. Committee Updates:

- ❖ **Marketing:** Bulletin Board in Millican Hall being repaced with digital sign. We will be able to update the board. UCF Marketing will be helping with this at NO Cost to the Staff Council.
-

❖ Special Events/ Fundraising:

- Received approval to sell chocolate candy bars in our departments.

Synithia is looking at companies that offer chocolate.

- Staff Assembly is scheduled for April 15th. We will be using the theme of "New Beginnings". Joanne has 100 plans donated from the Arboretum. We will need to order bags and "Save the Date" cards. Also need to send out letters to Vendors.

- Seeking donations for drawings at Assembly. Will check with President's Office. Council members are encouraged to donate Gift Cards.

❖ Scholarship/ Charter: Have only received 1 application for \$250 Employee Scholarship.

- Will reopen the application and extend deadline to January 31st, 2019.
- Kristell will post to Facebook and email flier out to council members to post in their departments/colleges.

❖ Research/ Historian: No Update

❖ Good Will:

- Birthday cards for January have been sent out.

Motion to allocate up to \$350.00 for design and print of 2000 birthday

cards: Kay West

Second: Christine Rivera

Passed unanimously? Yes

❖ Charter Committee: No Update

❖ **Elections:** Nominations due by March 31st. Election will be held at June meeting.

All positions for officers are open at this time.

❖ **Presidential:** We need everyone to complete the survey sent out about the Professional Development project.

- Wellness project is being worked on and thought about
- Professional Development Workshop (USPS, A&P, FT OPS non-student)
 - Speakers 2 times per semester?
 - Webinars?
 - Sessions done ourselves?
 - Half day? Use UCF classroom buildings and other facilities?
 - Survey went out. A person from HR, ODI, and OSI will each do one.
 - Partner with LEP?
 - Maybe once a semester?
 - Start small for the first event?
 - Dr. Hoffman about Motivation?
 - Email Cissy with any other ideas.
 - Start with survey to staff- look for what may be wanted
- Wellness Program: Start with a walk program for all staff?
 - HR is doing a diet program
 - Yoga class or something?

❖ Next meeting at Research Pavilion Room 302A

8. Adjournment: Time- 11:00 am

Motion by: Kay West

Second by: Karen Sgambati

Motion carried? Yes
